



FINANCE TECHNICIAN

The Town of Sunset Beach is hiring for the position of Finance Technician. This position is responsible for a variety of paraprofessional accounting tasks involving data entry, reconciling bank statements, handling accounts payables and receivables, assisting with year-end audit procedures, and generating a variety of financial reports. Work is performed under the regular supervision of the Finance Director.

Thorough knowledge of governmental accounting principles and practices, accounts payable policies and procedures, computers and electronic data processing with the ability to operate a variety of accounting, office and data entry equipment required. Ability to compile, evaluate and reconcile a variety of accounting records and reports is required. Ability to communicate effectively in oral and written form required.

Associates/Technical degree with coursework in business administration, accounting, or related field and considerable experience in accounts payable, accounts receivable, accounting and/or bookkeeping, or equivalent combination of education and experience required. NC Government Finance experience is preferred.

Annual Salary Range: \$34,624 - \$51,934 plus benefits package; DOQ.

A Town of Sunset Beach employment application must be submitted for consideration of this position and can be found on the Website: www.sunsetbeachnc.gov Public Bulletin Board Section. Submit confidential resume, letter of interest, writing sample composed by you (i.e. press release, letter, memo), employment application and three (3) professional references to:

Finance Technician Search
c/o Lisa Anglin, Human Resources Coordinator
Town of Sunset Beach
700 Sunset Boulevard North
Sunset Beach, NC 28468

Submittal deadline is Wednesday, October 21, 2020 at 4:00 PM. The Town of Sunset Beach is an Equal Opportunity Employer.